

PART I: GUIDELINES FOR PREPARING NEW USDA MAJOR IT INVESTMENT PROPOSALS AND PREPARATION OF REVIEW MATERIALS FOR CURRENT INVESTMENTS IN THE EITIRB EXECUTIVE PORTFOLIO

New USDA Major IT Investment Proposals

USDA agencies and staff offices that have new IT investment proposals for BY 2002 that merit being included in the Executive Information Technology Investment Review Board (EITIRB) executive portfolio should prepare these proposals according to the guidelines provided in Attachment 2. These investments are considered strategic investments for the Department. The length and level of detail of this proposal should be commensurate with its size or impact. The criteria for inclusion in this portfolio is:

- Costs greater than \$10 million in any one year, or
- Total life cycle costs greater than \$25 million, or
- Significant multiple agency impact, or
- The system is mandated by legislation, executive order, or identified by the Secretary as critical, or
- Department strategic or mandatory use system, or
- Differs significantly from or impacts on the Department infrastructure, architecture, or standards guidelines

Due to the nature of these investments they warrant the additional scrutiny provided through OCIO's Capital Planning and Investment Control review and oversight process. The EITIRB is the approval authority for these investments. Each of these investments is identified as a Department major IT system and is individually reported to OMB on an Exhibit 300B. After receipt of these proposals they will enter the Capital Planning and Investment Control "*Select*" phase. They will be analyzed by OCIO for quality and conformance to policies and guidelines, reviewed against the applicable strategic investment criteria, and recommendation will be prepared and forwarded to the EITIRB for approval/disapproval action. These investments will be evaluated on the proposal submitted using the mission, risk, return-on-investment, infrastructure/architecture, and security strategic investment criteria, and the bonus point for secretarial/administration priority. These criteria are provided in Attachment 3. The approval, if granted, is an approval of concept, indicating that the agency or staff office has done the preparatory work necessary to fully justify the investment, and has the mechanisms in place to manage the investment through acquisition, development and implementation, and operation. The investment must still compete for funding through the agency budget process. All new investment proposals should include full life cycle funding estimates.

Review Materials for Current Investments in the EITIRB Executive Portfolio

The EITIRB executive portfolio is comprised of IT investments made by USDA agencies and staff office that have met the criteria noted above. As such, they are of interest to, and warrant the continued involvement of the EITIRB in their management. Because of their high profile, these investments are of interest to OMB as well, and are each reported individually on an Exhibit 300B. A listing of these investments is provided in *Attachment 4*. This past year OCIO developed a Capital Planning and Investment Control review process that focused on these investments. USDA agencies and staff offices were asked to prepare materials regarding their major IT investments. This review process was performed, and recommendations were prepared and forwarded to the EITIRB. The EITIRB approved the recommendations for its executive portfolio for BY 2001.

Our goal this year is to move the review process up earlier in the year so that the results of the review, and the EITIRB decisions can be factored into agency budget requests this summer. In support of this process we request that USDA agencies and staff offices that own the major IT investments prepare a package of materials in support of this review process. All investment packages presented should include full life cycle cost estimates.

Investments in the Capital Planning and Investment Control “Select” Phase

Major IT investments in this phase should prepare a new investment proposal as noted above, and detailed in *Attachment 2*. This proposal should address the mission, risk, return-on-investment, security, and architecture criteria, as well as the bonus point for secretarial/administration priority, as provided in *Attachment 3*.

These investments should be documented in I-TIPS as follows:

In the “General Information” folder:

1. Enter/edit the *Descriptive Information* folder within *General Information* folder. Complete all the elements in this data entry screen, with special attention to the following:
 - A. For the data entry item labeled “*Is this initiative a major project as defined by OMB for Schedule 300B reporting purposes?*” fill in the radio button labeled “Yes” for each project/system/initiative listed in Attachment 3.
 - B. For the data entry item labeled “*OMB Exhibit 42 Report Section*”, choose from among the three selections offered to correctly position the project/system/initiative on the Exhibit 53. Systems that are Financial or Mission/Program in nature should select “*Part 1: Data on IT Systems by Mission Area*”. Systems that primarily infrastructure or office automation in nature should select “*Part 2. Data on IT Infrastructure and Office Automation*”. Systems that are primarily architecture or planning in nature should select “*Part 3. Data on IT Architecture and Planning*”.
 - C. For the data entry item labeled “*Exhibit 42 Major Mission Area*”, choose from among the following:

Department Administration, Staff Offices, and Service Center
Farm and Foreign Agricultural Services

Financial Management
Food Safety
Food, Nutrition and Consumer Services
Marketing and Regulatory Programs
Natural Resources and Environment
Research, Education and Economics
Rural Development

This entry determines the location on the Exhibit 53 within Part 1: Data on IT Systems by Mission Area. All systems that are predominantly financial in nature should select “Financial Management”, regardless of your agency or mission area. All others should select the mission area of your agency.

- D. For the data entry item labeled “*Initiative Type*”, choose from among the following five Initiative Types: (disregard the others)

Administrative
Financial
Program
Infrastructure and Office Automation
IT Architecture and Planning

2. In the “*Financial Information*” folder complete all folders including “*Financial Summary*”, “*Life Cycle Cost Information*”, “*Life Cycle Return Information*”, “*Life Cycle Acquisition and Procurement Information*”, and “*Life Cycle Budget and Financing Information*”.

In the “*Selection Information*” folder:

1. Complete the “*Selection Screening*” data entry screen.
2. Complete the “*Selection Scoring*” data entry screen using several, primarily program owner inputs.

In the “*Performance Measures*” folder:

Enter/add/edit *Financial* and *Non-Financial* measures including costs.

Investments in the Capital Planning and Investment Control “Control” Phase

Major IT investments in this phase should prepare a package of materials that address the cost, schedule, performance, security, architecture strategic investment criteria, as well as the bonus point for secretarial/administration priority, found in *Attachment 3*. An introduction that would provide a brief overview of the investment, as well as the technical overview (see *Attachment 10*) should also be prepared. Organizationally, this package of materials would begin with the introduction, followed by the information requested for cost, schedule, performance, security, architecture, secretarial priority, and the technical overview in that order. These investments should be fully documented in I-TIPS through the Select and Control modules as follows:

Complete all the folders as noted above and in the following pages in the “Select” phase, and in addition complete the “*Selection Status*” folder to indicate the investment is approved and finalized so it can advance to the Control phase.

In the “Control Information” folder:

1. Complete the “Control Screening” data entry screen.
2. Complete the “Control Scoring” folder data entry screen using several, primarily program owner inputs.
3. Complete the “Control Cost and Schedule Information” folder including milestones to the 2nd level, their associated costs and variances.

Investments in the Capital Planning and Investment Control “Evaluate” Phase

Major IT investments in this phase should prepare a package of materials that addresses the post-implementation-review (PIR) strategic investment criteria provided in *Attachment 3*, as well as the strategic investment criteria for security and infrastructure/architecture, and the bonus point for secretarial/administration priority. An introduction that would provide a brief overview of the investment, as well as a technical overview (see *Attachment 10*) should be prepared. Organizationally, this package of materials would begin with the introduction, followed by the information requested for post-implementation-reviews, followed by the information requested for the security, infrastructure/architecture, secretarial priority, and the technical overview, in that order. Completed PIR's have been requested for all investments in the Evaluate phase. These PIR's are due to OCIO on April 17, 2000. A guidance document for conducting these reviews has also been disseminated. These investments should be fully documented in I-TIPS through the Select module as noted above and in the following pages

PART II: GUIDELINES FOR PREPARING REPORTS ON FINANCIAL MANAGEMENT ACTIVITIES AND INFORMATION TECHNOLOGY FOR BUDGET YEAR 2002

Introduction

Please note that for this submission Past Year (PY) is FY 2000, Current Year (CY) is FY 2001, and Budget Year (BY) is FY 2002. All costs entered should reflect actual or estimated actual expenditures, or actual or estimated Budget Authority (BA). This year's submission of these reports in support of OMB Circular A-11 consists of the following parts:

- Contact Sheet
- OMB Exhibit 40/52 - Report on Resources for Financial Management Activities
- Strategic Narrative Statement
- Individual Information Technology Projects/Systems/Initiative Investments
- OMB Exhibit 42/53 -The Agency or Staff Office Portfolio of IT Investments
- Exhibit 300B - Capital Asset Report

OCIO has been advised that the annual revision to OMB Circular A-11 may include some changes to the Exhibit 42/53 and 300B reports. While this revision typically takes place in July, we are advised that these changes may be available soon enough to be incorporated into the I-TIPS system in time for this budget season. In any event, this year's reporting will include the Exhibit 42 or 53, whichever is available. We will keep you advised of these events.

The BY 2002 Budget Calendar

The major events in this year's IT budget process calendar are:

EVENT	WHO	WHEN
BY 2002 Guidance Issued	OCIO	March 21, 2000
Post-Implementation-Review due to OCIO	Agencies	April 17, 2000
Part I: New Department Major IT Investment Proposals and Current Department Major IT Investment Submissions due	Agencies	May 2, 2000
Review of New Department Major IT Investment Proposals and Current Department Major IT Investments Begins	OCIO	May 26, 2000
Prepare Recommendations for the EITIRB	OCIO	June 13, 2000
EITIRB Meets to Review Recommendations	EITIRB	June 20, 2000
IT Budget Reports due from Agencies	Agencies	July 7, 2000
Review Agency Investments and Portfolios, Prepare Budget Recommendations, Prepare Department IT Portfolio	OCIO	July, 2000
Exhibit 300B due to OCIO	Agencies	August 15, 2000
Review USDA IT Portfolio	EITIRB	August, 2000
Revise IT Budget Reports Based on Departmental Passback	Agencies	September, 2000
Exhibits 52, 53, and 300B due to OMB	OCIO, OCFO	September, 2000
Receive OMB Passback	Department/ Agencies	November/ December 2000
Revise IT Budget Reports Based on OMB Passback	Agencies	December 2000/ January 2001
Prepare Exhibits 52, 53, and 300B for the President's Budget	OCIO	January 2001

Preparation of the Contact Sheet

Posted on the I-TIPS home page resource library under the category "Budget Templates" is a template titled "Contact Sheet" for your use. When downloading this Lotus 123 spreadsheet template change the file type to "wk4" before downloading, complete it, and upload it to the resource library associated with the

portfolio for your agency or staff office under the title “Contact Sheet”. The information on the contact sheet is helpful to OCFO/OCIO in knowing whom to contact in case questions arise. See *Attachment 6* for a sample of the template.

Preparation of the Exhibit 40/52

Posted on the I-TIPS home page is a template titled “Form 40.” Download the template from the I-TIPS home page resource library under the category “Budget Templates.” When downloading this Lotus 123 spreadsheet change the file type to “wk4” before saving it, complete it, and upload it to the resource library associated with the portfolio for your agency or staff office under the title “Exhibit 40.”

Complete the FTE and budget authority information for each of the financial management categories. At the bottom of the Form 40 provide a short narrative summary of the FTE information by GS series and grade for each area you report. If you report 10 FTE’s for asset management you might provide, for example, GS 510-11=5, GS 510-12=1, GS 511-12=4.

Specific exhibit category line number instructions are as follows:

1. Asset Management, lines 1001 and 1002 - Report the separate appropriation(s) for administrative expenses in credit program accounts and resources devoted to property and inventory management and control, cash management, and debt collection for noncredit receivables.
2. Accounting and Reporting, lines 2001 and 2002 - Report the resources for processing, recording, and reporting of revenues, receipts, appropriations, apportionments, allotments, obligations, outlays, expenditures, assets, liabilities, and other financial transactions; reconciliation of asset and liability accounts (such as accounts and loans receivable) with subsidiary records and with external data (such as Treasury cash records); the preparation of financial statements; and funds control.
3. Audits of Financial Statements, lines 3001 and 3002 - Report the total from lines 9401 and 9402. Only the Office of the Inspector General (OIG) and the agencies that have contract audits should report anything in this category. Please do not report financial statement preparation under this category.
4. Financial Management Systems, lines 4001 and 4002 - Report the FTE’s for every financial system and the financial portion of mixed systems identified in I-TIPS on line 4001. To arrive at the financial portion of mixed systems multiply the mixed system’s total FTE’s by the percent the systems is financial. Report the budget authority for financial systems and the financial portion of mixed systems on line 4002. Calculate this value in the same manner as the FTE’s above.
5. Adjustments, lines 6001 and 6002 - Enter adjustments as negative numbers. Adjustments are used to eliminate double counting in previous lines. For example, the resources associated with a loan system that are reported under the “Asset Management” category might also be reported under the “Financial Management Systems” category. The double counting in this example would be eliminated by a negative entry on the “Adjustment Line”. If possible, report your information without double counting, to avoid the need for any adjustments. All numbers reported on this line must be negative.

6. Audits of Financial Statements, lines 8102, 8201, 8202, 9102, 9201, and 9202 should be completed as applicable. With rare exception, agencies should not have anything to report on these lines. Report component level financial statements audits on lines 8102, 8201, and 8202. Report organizationwide financial statements audits on lines 9102, 9201, and 9202. The OIG should use these lines to report resources needed to audit financial statements. Agencies and mission areas should not report on any of these lines the resources associated with preparing financial statements or working with auditors. Those resources should be reported on lines 2001 and 2002 under “Accounting and Reporting.”

Preparation of the Strategic Narrative

Each agency and staff office should develop a high level futures document that addresses its mission and program needs in the one to five year time frame, and the information technology support that will be needed. This document should be a valuable tool for agency IRM manager to describe plans for the use of information technologies as they facilitate meeting the agency’s mission needs. It will also provide valuable input to OCIO in determining strategic direction for IT for the Department as a whole. See *Attachment 5* for the specific topics to address in this document. The document should be posted to the I-TIPS *Resource Library* associated with the portfolio for the agency or staff office under the title “*Strategic Narrative*.”

Preparation of an Individual Project/System/Initiative Investment

For each IT project/system/initiative that USDA agencies and staff offices report you should complete the following sections of I-TIPS Investment Manager:

In the General Information folder:

1. Enter/Edit the *Descriptive Information* folder. Complete all the elements in this data entry screen, with special attention to the following:
2. For the data entry item labeled “*Is this initiative a major project as defined by OMB for Schedule 300B reporting purposes?*” fill in the radio button labeled “*Yes*” for each project/system/initiative listed in Attachment 4.
3. For the data entry item labeled “*OMB Exhibit 42 Report Section*”, choose from among the three selections offered to correctly position the project/system/initiative on the Exhibit 53. Systems that are Financial or Mission/Program in nature should select “*Part 1: Data on IT Systems by Mission Area*”. Systems that primarily infrastructure or office automation in nature should select “*Part 2. Data on IT Infrastructure and Office Automation*”. Systems that are primarily architecture or planning in nature should select “*Part 3. Data on IT Architecture and Planning*”.
4. For the data entry item labeled “*Exhibit 42 Major Mission Area*”, choose from among the following:

Department Administration, Staff Offices, and Service Center
Farm and Foreign Agricultural Services

Financial Management
 Food Safety
 Food, Nutrition and Consumer Services
 Marketing and Regulatory Programs
 Natural Resources and Environment
 Research, Education and Economics
 Rural Development

5. This entry determines the location on the Exhibit 53 within Part 1: Data on IT Systems by Mission Area. All systems that are predominantly financial in nature should select “Financial Management”, regardless of your agency or mission area. All others should select the mission area of your agency.
6. For the data entry item labeled “*Initiative Type*”, choose from among the following five Initiative Types: (disregard the others)

Administrative
 Financial
 Program
 Infrastructure and Office Automation
 IT Architecture and Planning

Enter/Edit the following folders within the *Financial Information* folder of the *General Information* folder: the *Life Cycle Cost Information*, the *Life Cycle Acquisition and Procurement Information*, and the *Life Cycle Budget and Financing Information*.

1. Use the *Life Cycle Cost Information Comments* element to address the Full Time Equivalent’s associated with the project/system/initiative. Provide the staff years associated with the project for FY 2000(PY), FY 2001(CY), and FY 2002(BY). Also in this comment area provide the percentage financial for systems that are a mixture of financial and program, as you have in the past. Pure financial systems should be 100%, while systems that are partially financial should be between 1 and 99%. This information is used by OCFO and OCIO to separate out the costs associated with the financial portion of the project, and it is needed for other OMB reporting.
2. Enter/edit any necessary changes to the financial *Life Cycle Cost Information* figures based on the budget request for the particular project/system/initiative. Within the *Life Cycle Cost* section, notice that the traditional cost categories of equipment, software, services, personnel, supplies, inter-govt. payments, etc., are available for both Development/Modernization/Enhancement (D/M/E), and Steady State (SS). Each cost should be examined to determine if it is a D/M/E or S/S cost, and under which category it should be reported. The definitions in Circular A-11 for these terms are:

Development/Modernization/Enhancement - “Costs for new systems, changes or modifications to existing systems that improve capability or performance, changes mandated by the Congress or agency leadership, personnel costs for project management, and direct support. For each major IT system, this entry equals the sum of amounts reported for planning and full acquisition of that system in exhibit 300B.”

Steady State - “Costs of maintenance and operations at current capability and performance level including costs for personnel, maintenance of existing information systems, corrective software

maintenance, voice and data communications maintenance, and replacement of broken IT equipment. For each major IT system, this entry equals amounts reported for maintenance of that system in exhibit 300B.”

3. Enter/Edit the funding sources that fund the investment for FY 2000, FY 2001, and FY 2002 in the *Life Cycle Budget and Financing* Information folder of the *Financial Information* folder.

Enter/edit within the *Selection Information* folder. Complete the data element entries within the subfolders for *Selection Screening Information*, *Selection Scoring Information*, and *Selection Status*.

Agencies and staff offices should examine each IT cost or estimated expenditure to determine the appropriate financial life cycle cost category for reporting. The following table provides a crosswalk between the budget object classes identified in Circular A-11 and the financial life cycle cost categories within D/M/E and SS. These are consistent with prior year reporting using Exhibit 43.

I-TIPS D/M/E or SS category	Object Class	Object Class Definition
Equipment	31.0	Those equipment related expenses under Object Class 31 – purchases of equipment, including software
Software	31.0	Those software related expenses under Object Class 31 – purchases of equipment, including software
Services	23.1, 23.2, 23.3, 25.2	Rental payments to GSA; rental payments to others; communications, utilities, and miscellaneous charges; and other contractual services not elsewhere reported
Support Services	25.2, 25.7*	Other contractual services (commercial), Operation and maintenance of equipment (commercial)
Supplies	25.2, 25.3, 26.0	Supplies and materials
Personnel	11.1 through 12.2	Personnel Compensation and Personnel Benefits
Other	DO NOT USE, RESERVED FOR DOD USE ONLY	
Intra-Governmental Payments	23.3, 25.3, 41.0	Payments for all IT services within agencies, between executive branch agencies (e.g. FTS 2000), and state and local governments. Includes grants, subsidies, and contributions.
Intra-Governmental Collections		Collections for all IT services within agencies, between executive branch agencies (e.g. FTS 2000), and state and local governments. Includes grants, subsidies, and contributions.

* Note: In all cases, obligations or estimated expenditures under Object Class 25.7, operations and maintenance of equipment should be reported as a S/S cost.

Performance Measures/Indicators - For those projects/system/initiatives with formally developed performance measures and indicators, upload these and the progress reported on attaining them to the *Resource Library* associated with the system in the *Business Profile* section under *Performance Measures*.

Give viewing permissions to each project/system/initiative entered in *Investment*

Manager to the OCIO and OCFO groups. Please remove permissions for previous revisions or outdated initiatives.

“Other” Initiative

Each agency and staff office that prepares a submission shall complete a project/system/initiative using Investment Manager titled “Other”. The purpose of this initiative is to document the other related costs associated with the IRM program of the agency or staff office that cannot be attributed directly to any particular project/system/initiative. The pertinent part that OCIO is concerned with is the identification of costs. At a minimum, complete the *Life Cycle Costs Information* and *Life Cycle Budgeting and Financing Information* subfolders within the *Financial Information* Folder of *General Information*. Other data entry areas of this investment within Investment Manager may be minimized. This initiative should be entered as *Initiative Type* “IT Infrastructure and Office Automation” in the data entry screen for *Descriptive Information* folder under the *General Information* folder. This investment should be included in the agency/staff office portfolio. If the costs that would be entered in this initiative are included elsewhere in another initiative or the portfolio for the agency or staff office then the separate identification of an “Other” initiative is not required.

Radio Programs

USDA agencies, whose land mobile radio program plays a significant part of the agency mission shall prepare a project/system/initiative investment using Investment Manager for their radio program, as well as submit an OMB Circular A-11, Exhibit 300-B. Agencies who prepared and submitted this information as requested above for year 2001 reporting need only update that information for 2002. This report should reflect how the agency plans accomplish the required narrowbanding of their radio systems by January 2005. The data provided should be consistent with the Frequency Modulated Land Mobile (FM LMR) Radio System Strategic Plans that have been submitted separately to OCIO. OCIO is most concerned with the identification of costs associated with radio systems. These costs should relate to the strategic plans developed. At a minimum, complete the *Life Cycle Costs Information* and *Life Cycle Acquisition and Procurement Information* subfolders within the *Financial Information* Folder of *General Information*. Other data entry areas of this investment within Investment Manager may be minimized. We are expecting a separate initiative for radio program from the FS, NRCS, APHIS, ARS, OIG, GIPSA, and FSA. Your OCIO contact for additional information regarding radio programs is Brenda Boger at 720-8025.

Information Technology Security

The Office of the Chief Information Officer, as part of its ongoing effort to improve agency Information Technology (IT) programs, is required to submit agency IT security budgets as part of the A-11 IT budget process. Demands for increased service with less FTE is rapidly moving agencies into WEB based technologies, which are inherently higher risk and require significant expenditures to build and maintain adequate security.

Additionally, security requirements are increasing and theft is of greater concern in protecting the privacy of our customers, such as farmers and ranchers using WEB based service. The security budgeting process must be a subset of and evolve from the annual security planning process. Analysis of the agency budgets reported in 1998 showed that agencies are spending far less than the Gartner Group recommendations of 5 -7 percent of the total annual IT budgets. Agencies and staff offices should begin to plan to spend more on security, not only as a result of the OCIO comments on the review of annual security plans, but because of well-publicized threats to USDA's IT Infrastructure. All agencies and staff offices shall complete an IT Security initiative under the I-TIPS Investment Manager to document and quantify their security plans. OCIO is most concerned with the identification of costs associated with IT security. Each agency should break down security costs by major system and project even though OCIO requests that you provide total IT security costs as an individual investment. At a minimum, complete the *Life Cycle Costs Information* and *Life Cycle Acquisition and Procurement Information* subfolders within the Financial Information Folder of General Information. This initiative should be identified as type "Infrastructure and Office Automation" in the *Descriptive Information* folder of *General Information*. Other data entry areas of this investment within Investment Manager may be minimized. This investment may be excluded from the agency/staff office portfolio so long as the costs reported are included elsewhere. In this case, the IT Security initiative represents a crosswalk of security expenditures included in other initiatives. Your OCIO contact for this program is Rick Perry at 690-3230.

Preparation of a Portfolio

Each agency and staff office should prepare a portfolio representing the aggregate of all information technology investments and the expenditures present in the FY 2002 budget request using I-TIPS *Portfolio Manager*.

All the initiatives entered for which funding will be requested in the FY 2002 budget request should be placed in a *Pool*, and subsequently in a *Portfolio(s)*. That Portfolio(s) should subsequently be included in a new portfolio using the "Add Agency Portfolio" function to create an OMB portfolio for reporting purposes. For the data entry field labeled "Name:" enter "Agency Acronym OMB FY 2002 Portfolio." For the data entry field labeled "Scope:" choose "Agency" or "Staff Office" as appropriate.

Give viewing permissions to the portfolio(s) for the OCIO and OCFO groups. Please remove permissions for previous or outdated portfolios.

Agencies and staff offices should generate the OMB 42/53 report using the download feature to create an Excel spreadsheet. Attach the report to the *Resource Library* of the associated portfolio under the title *OMB 42/53 Report*. Submit the report in accordance with the instructions in the transmittal letter.

Exhibit 300B

Agencies and staff offices should prepare an Exhibit 300B for those projects/systems/initiatives that appear in *Attachment 4*, and those that are newly approved in the Capital Planning and Investment Control select phase. These investments represent the major investments in information technology made by the

Department and require an extra level of scrutiny by the EITIRB as well as submission to OMB. These may be revisions of existing text or spreadsheet documents previously submitted. If so, upload the completed 300B to the *Resource Library* associated with the project/system/initiative in the *Management and Planning* folder under “300B.” Agencies may alternatively choose to produce the Exhibit 300B directly out of I-TIPS, using the following instructions:

From the *General Information* folder select *Descriptive Information* and then the *OMB 300B Project Information* folder. Complete the data entry items for this screen as follows:

1. Enter an “*Account Title*.” This should be the name of the project/system/initiative.
2. Enter and “*Account Identification Code*.” Codes for USDA major IT investments have been assigned by OMB. Please inquire for the particular code for your project.
3. Enter a brief description of the project/system/initiative in the “*Program Activity*” data entry item.
4. Complete the data entry item labeled “*Is this project a financial management system?*” by filling in the appropriate radio button. Complete the data entry item “*If so, what percentage of the system is financial?*” by entering the percentage financial for the project.
5. Complete the text entries for the following data entry fields as appropriate. These items, if entered elsewhere in I-TIPS, will be brought over from their respective sections.

PART I: SUMMARY OF SPENDING FOR PROJECT STAGES

A. Comments

PART II: JUSTIFICATION AND OTHER INFORMATION

A. Justification

C. Acquisition Strategy

D. Financial basis for selecting the project

E. Adherence to architecture and infrastructure standards